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**BY-LAWS OF
THE PHILIPPINE INSTITUTE OF INTERIOR DESIGNERS
(Amended as of December 2006)**

**ARTICLE I
DEFINITIONS**

As used in these By-Laws, the following terms shall mean:

A. ALLIED PROFESSIONS & ALLIED ARTS - All allied professions in the building industry and services related to the practice of Interior Design as a profession such as Architectural and Engineering Design, Landscape Architecture, Industrial and Graphic Design, Lighting and Acoustic Design .

B. FISCAL YEAR – The Fiscal Year of the organization begins on the first day of June and ends every 31st day of May.

C. CHAPTER - A segment of the organization established by registered and licensed interior designers in a specific geographic area, to regulate membership activities and operations within their respective locality. To be a bonafide chapter, registration with the Securities and Exchange Commission (SEC) shall be required. A chapter is an extension of the National Organization through which all programs and projects shall be carried out and implemented, except when the nature of a project shall require direct implementation by the National Organization.

D. COLLEGE OF FELLOWS - The COF shall be composed of all professional members who hold the title of Fellow PIID. Any professional members, upon his formal bestowal of the title FPIID automatically become a member of the COF.

E. COMMITTEE - A group of members tasked to undertake a specific function or activity, headed by a chairman under the leadership of an Executive Director.

F. INTERIOR DESIGNER - An interior designer is a natural person who has been issued a certificate of registration and a valid professional license by the Professional Regulation Commission through the Board of Interior Design.

G. JURY OF FELLOWS – is comprised of at least five (5) past Chancellors nominated by the members of the College of Fellows during a General Meeting held at the Convocation of Fellows and the organization's anniversary. Their terms of office shall be co-terminus with organization's Board of Directors and Officers.

H. MEMBER - A registered and licensed Interior Designer who has qualified and admitted to the organization and is up-to date in the payment of fees and dues.

a. *Active Member* - A registered and licensed member who is up to date in the payment of fees and dues and attends General Meetings regularly with not more than 6 (six) absences per year.

b. *Inactive Member* - A member who is up-to date in the payment of fees and dues and has had more then six (6) absences per year.

c. *Delinquent Member* - A member who is not up-to date in the payment of fees and dues and does not attend General Meetings regularly

I. **NATIONAL BOARD OF DIRECTORS** – the duly elected and constituted Board of Directors of the PIID charged with responsibility for management of all operations and activities of the PIID.

J. **ORGANIZATION** - Refers to the Philippine Institute of Interior Designers, a non-stock and non-profit corporation organized under the Philippine laws, registered with the Securities and Exchange Commission and accredited by the Professional Regulation Commission .

K. **TERRITORY** - Territory shall refer to the region to which a chapter of the organization belongs.

L. **PRACTICE OF INTERIOR DESIGN** - The practice of interior design is the act of planning, designing, specifying, supervising and giving general administration and responsible direction to the functional, orderly and aesthetic arrangement and development of interior spaces. As such the practice shall contribute to the enhancement and safeguard of life, health and property and the promotion and enrichment of the quality of life. It shall embrace the following activities relative to:

- (1) consultation, advice, direction, evaluation, budgetary estimates and appraisals;
- (2) schematic designs, design development, professional contract documents and programming of construction phases;
- (3) preparation of plans, design drawings, interior construction details, and technical specifications;
- (4) interior construction administration, supervision, coordination of alteration, preservation or restoration of interior spaces.
- (5) The practice of interior design shall also include all other works, projects and activities which require the professional competence of the interior designer, including teaching of interior design subjects.

M. **STANDARDS** - a body of rules and guidelines adopted by the Board to govern the activities of the Organization.

ARTICLE II ORGANIZATION NAME: LIMITATION OF USE

Section 1 – Organization Name - The organization shall be known as the Philippine Institute of Interior Designers or its registered appellation, the PIID.

Section 2 – Use of the Initials PIID - No business formation such as a sole proprietorship, partnership, associate status and corporation shall utilize the organization's name or its registered appellation for any purpose except when appended to a member's name.

Section 3 - Corporate Seal - The organization's corporate seal may be used by the PIID, and its chapters for all official documents only.

Section 4 – Logo - The logo may be used by the organization, and its Chapters for official use only.

ARTICLE III PURPOSE AND OBJECTIVES

In awareness of the need to promote, uplift and enhance the Interior Design profession, to the highest professional, ethical and technical standards for the protection of public welfare, the following objectives are hereby adopted:

- A. To address member's concerns related to the professional practice.
- B. To promote activities among the members designed to maximize the profession's potentials and goals.
- C. To liaison with allied professions, trade and industry partners in seeking solutions to mutual concerns;
- D. To uplift the standards of education, conduct researches, accumulate and disseminate information and ideas for the enhancement of the Interior Design profession;
- E. To participate in matters concerning cultural upliftment and national development of the country;
- F. To inter-act with international organizations in the field of Interior Design and allied arts;
- G. To unite all registered Interior Designers in the Philippines towards a common objective.
- H. To safeguard the organization and its members from fraudulent persons or firms fronting or advertising themselves as professional interior designers

ARTICLE IV NON-PROFIT STATUS

Section 5 - Non- Profit Organization - The PIID, a non-profit organization, shall utilize all of its income only to defray costs incurred in the implementation of its programs, activities and administration.

Section 6 - Income from Fees - No part of the PIID's net income from fees, dues and contributions shall be used to the benefit of any member or other persons.

ARTICLE V MEMBERSHIP CLASSIFICATIONS

The PIID shall have the following types of members: Charter, Professional, Fellow, Member Emeritus, Honorary.

Section 7 - Charter Member - the original incorporators of a chapter of the organization, duly registered under the Securities and Exchange Commission (SEC), shall be called the charter members. They will have the same duties, privileges and prerogatives as the professional members and be subject to the same dues and fees.

Section 8- Professional Member

A. Qualifications

(1) An Interior Designer:

- a. with a valid certificate of registration and a professional license issued by the Professional Regulations Commission (PRC), after having voluntarily applied for membership with the organization as well as after having accepted the terms and conditions of this BY-Laws.
- b. Should not have been convicted of any crime involving civil, criminal and moral turpitude.

(2) A registered Architect:

- a. with a Certificate of Registration in Interior Design issued by the Professional Regulation Commission (PRC).

B. Application for Professional Membership-

a. A licensed interior designer may be invited by a bona fide member of the organization.

b. An Interior Design graduate or licensed Architect who has been in continuous practice of Interior Design for the last 10 years prior to the passage of RA: 8534 may apply for licensing with PRC in order to qualify for membership to the organization.

c. The Membership Committee shall process all applications, interview and indoctrinate all applicants on the policies, procedures and limitations as per Code of Ethical and Professional Standards for Interior Designers.

d. Upon notification of his election to membership, the candidate shall pay the required dues and fees to the Treasurer and immediately take his oath of membership.

C. Suspension of Professional Membership

a. Grounds for Suspension

a.1 Any member delinquent in payment for one (1) year may be suspended in accordance with procedures stated in these By-Laws.

a.2 Any member who has been convicted of any crime involving civil, criminal and moral turpitude, and unethical acts deemed unbecoming of a professional.

b. Suspension Procedures

b.1 In case of none payment a member may be suspended with the following procedures:

b.1.1 filing of a certified Notice of None Payment from the Treasurer

b.1.2 issuance of final Notice of Suspension to the delinquent member signed by the Treasurer

b.2 In case of moral turpitude and unethical acts unbecoming of a professional a member may be suspended with the following procedures:

b.2.1 filing of a Letter of Complaint to the Vice President for Internal Affairs

b.2.2 investigation by the concerned committee

c. necessary recommendation for suspension or non-suspension by the Vice President for Internal Affairs to the National Board for approval.

D. De-listing of Membership

a. Automatic De-listing- Any member may be de-listed from the roster of the organization for the following reasons:

a.1. Non-payment of dues and fees for two (2) years;

a.2. Non-attendance in any of the organization's activities; and

a.3. Has been convicted of any crime involving civil, criminal and moral turpitude, and unethical acts deemed unbecoming of a professional.

E. Effect of Suspension and De-listing: All rights and privileges of a member shall cease upon membership suspension and de-listing and said rights and privileges of a member may not be exercised during any period of suspension and de-listing until he is reinstated.

F. Reinstatement- A suspended member may be reinstated in compliance with the following procedures:

a. filing of letter of intent for reinstatement

b. payment of back dues, as certified by the Treasurer, within seven (7) days upon filing of letter of intent for reinstatement;

c. payment of reinstatement fee of P 900.00 payable within seven (7) working days upon filing of the letter of intent for reinstatement.

G. Amnesty – There shall be no amnesty on non-payment of dues, fees and arrearages unless an Amnesty Clause, duly voted upon and concurred by the Board of Directors of the organization, has been opened.

H. Leave of Absence - Any professional member who is unable to perform his duties as a member due to relocation and incapacity may apply for leave of absence in writing but is not exempt from paying his membership dues and fees, unless otherwise decided by the Board

I. Rights and Privileges-

a. A Professional member who is in good standing shall have the right to vote provided he shall have paid his dues in full on or before the election and is not delinquent in payment of other charges due the Institute, be elected or appointed to office and print and use the initial P.I.I.D. after his name. He may receive free of charge, publications or copies of the Constitution and By-Laws and other documents published by the Institute.

b. Resignation - a member may resign by written notice to the Board . The board, shall through the Secretary, notify the member in writing that his resignation has been accepted.

Section 9- Fellow

a.. Qualifications - A bonafide and active Professional Member for the last ten (10) years who has rendered notable contribution to the interior design profession

specifically in design, construction, and confirmed by at least three-fourths affirmative vote of the Board of Directors and the Jury of Fellows of the organization, in secret ballot.

b. Nomination-

b.1 Nomination to fellowship shall be made through a board resolution of the organization and endorsed by at least twenty (20) professional excluding the Jury members.

b.2 The nomination papers, together with the said board resolution shall be submitted to the Jury of Fellows for deliberation and approval based on requirements set forth by the College of Fellows.

b.3 The Jury of Fellows shall cast their ballots secretly and send the results thereof to the Board of Directors of the organization within one month. A three-fourths affirmative vote of the Jury of Fellows shall confer fellowship upon the nominees.

b.4 The qualified nominees for the elevation to the College of Fellows will be presented to the general membership by the President and Chancellor of the College of Fellows, and attested by the Board Secretary and the Bursar during the Investiture Ceremony on September, being the Anniversary Month.

c. Rights and Privileges - Any professional member who has been conferred fellowship continues to enjoy all the rights, privileges and responsibilities of a professional member, but as a mark of distinction and honor, Fellows have the following rights and privileges:

c.1 to use the title "Fellow",

c.2 to print after his name the initials "FPIID" representing Fellow, PIID,

c.3 to wear his fellowship medallion at all formal social functions of the PIID

c.4 to receive a citation evidencing his fellowship,

c.5 to attend all meetings of the College of Fellows

c.6 to receive updates and general information of the development and activities of the organization and,

c.7 to be included in the roster of membership,

Section 10- Member *Emeritus*

a. Qualifications - Any Fellow who has been in active service continuously for five (5) years. May be conferred the title of member emeritus upon written recommendation of any member and approved by the Board of Directors of the organization and confirmed by at least $\frac{3}{4}$ affirmative vote of the Board of Directors and Jury of Fellows of the organization in secret ballot.

b. Rights & Privileges - Member Emeritus have the following rights and privileges :

b.1 to use the title "Member Emeritus",

b.2 to print after his name the initials "EPIID" representing Emeritus PIID,

b.3 to receive a citation evidencing his status of membership,

b.4 to attend all meetings of the College of Fellows ;

b.5 to hold one (1) seat in the Jury of Fellows, with voting rights;

b.6 to receive updates and general information of the development and activities of the organization;

- b.7 to be included in the roster of membership and,
- b.8 to be exempted from the payment of membership dues and fees, but is not barred from extending any form of financial grant/bequeath to the organization.

Section 11 - Honorary Member

A. Qualifications- Honorary membership may be conferred upon any person who is not an Interior Designer, but who is nominated by any active Professional Member through the Committee on Membership, who has distinguished himself to be of high reputable character, has contributed and given special service to the interior design profession, arts and allied sciences, journalism and public service, and accepted by the Board of Directors of the organization.

B. Rights and Privileges- Honorary members shall enjoy the following rights and privileges:

- a. to voluntarily attend activities of the organization,
- b. to receive a citation and recognition evidencing his status of membership,
- c. to receive updates and general information of the development and activities of the organization,
- d. to be included in the roster of membership and,
- e. to be exempted from the payment of membership dues and fees but is not barred from extending any form of financial grant/bequeath to the organization. .

Section 12- Chapters of the Organization

(a) Chartering of a Chapter - A chapter is chartered for the purpose of promoting maximum members' participation in the activities, and advancing the objectives of the organization.

(b) Authority and Duties - A chapter shall be the extension of the National Organization in the Chapter's territory through which all programs and projects shall be implemented, except when the nature of a project shall require direct implementation by the National Board Of Directors. The chapter shall not undertake any activity or function which shall be contrary to the By-Laws or policies of the organization.

(c) Chapter By-Laws - The National Board of Director shall adopt a uniform Chapter By-Laws, and such rules, regulations and policies as may be necessary for the attainment of the organization's objectives through chapter activities.

1. Amendments to Chapter By-Laws- Amendments thereto can only be adopted subject to the proposal of the chapter's general membership and approval of the Chapter Board of Directors through a Chapter Board Resolution. The National Board of Directors shall deliberate and approve the said proposed amendments. These By-Laws shall take effect immediately after approval by the Board of Directors and ratification by the General Membership and may only be amended after five (5) years.

(d) Territories- The following are the Chapters of the Organization:

1. Head Quarters- Makati City
2. Northern Luzon- Baguio City
3. Southern Luzon- Quezon Province
4. Eastern Visayas - Cebu City

5. Western Visayas- Bacolod City
6. Eastern Mindanao- Davao City
7. Western Mindanao- Zamboanga

(e) Name - Each chapter shall adapt the name PIID together with the name of the geographical area which it designates, and subject to the approval of the Board.

(f) Membership - The members of the chapter will include the professionals in the geographic area where he maintains his principal place of business or residence. A Chapter shall have a minimum of 15 members and a maximum of 100 members.

ARTICLE VI FEES AND DUES

Section 13 - Fees

A. Newly inducted members, shall pay an admission fee of P1000.00 and an annual due as approved by the Board of Directors of the organization through a board resolution.

B. Justifiable change in the amount of fees and dues may be allowed upon the recommendation of the Board and the approval of the General Membership as provided for in these By-Laws.

Section 14- Implementation

A. Manner of Billing

1. Members shall be billed once for the total yearly dues. Partial payment may be accepted as long as the account is fully paid at the end of each fiscal year.

2. Quarterly collection notices shall be sent to delinquent members, subject to ten percent surcharge if payment will be made after the second quarter.

3. Dues and fees of new members shall be remitted to the Treasurer within thirty days after notification of admission, which will not be considered complete until such dues and fees are paid.

B. Manner of Payment

1. Payments may be made directly to the Treasurer at any of the regular meetings or delivered to the Secretariat office.

2. All Check payments shall be made to the order of PIID, although cash payments are acceptable.

C. Non-Payment

Failure to pay any fees and dues which are outstanding at the end of the second quarter, or November 30, of which the account is due will result to the member's delinquency. Upon receipt of notice from the Treasurer, a period of 90 days thereafter will be given for the delinquent member to settle his outstanding arrearages. Non-payment of which shall result to automatic suspension. All claims for payments must be supported by official receipts or photocopies of check payments made thereof.

D. Penalties

A member who is suspended due to non-payment of dues, shall, during the period of suspension, lose the rights and privileges:

1. to join any of the Association's shows and activities;
2. to be eligible for any elective position;
3. to use the title or initials of the PIID after his name in any of his letterheads, cards or correspondences;
4. if an incumbent officer, he shall lose his position with the approval of the Board;
5. his name and the amount of arrearages will appear in a list of delinquent members circulated at each meeting; and
6. in the roster of members, the word "suspended/delinquent" will appear after his name.

ARTICLE VII DISCIPLINARY PROCEEDINGS

Section 15 - - No Immunity - Any member shall be subject to the organization's discipline. If he, in any manner, violates his obligations under these By-Laws and the Code of Ethics; or engages in any conduct detrimental to the welfare and interest of the organization, or to the interests of the profession; or otherwise conducts himself in an unprofessional manner as an Interior Designer.

He shall not be immune from charges of misconduct of disciplinary proceeding. Disciplinary proceedings may be instituted only in accordance with the provisions of this article.

Section 16 - *Complaint Procedure* - Any complaint alleging misconduct by a member, shall be in writing, signed by the complaining party, and shall state the matter complained of in detail. Such complaint shall be submitted for review by the Organization's Ethics Committee assisted by a legal counsel.

The Ethics Committee, in its review of a complaint, may obtain such additional information as it may require from either the complaining party or the accused member. If the Ethics Committee determines that the complaint does not warrant institution of a disciplinary proceeding, then the complainant and the accused member shall be so advised and no further action shall be taken by the organization.

If the Ethics Committee concludes that a disciplinary proceeding is warranted, then the complainant be advised to seek legal assistant.

Section 17 - *Disciplinary Hearing Procedure* - Notice of hearing shall be mailed not less than twenty days prior to the hearing date, specifying a time and place immediately prior to the next scheduled meeting of the Board or of its Executive Committee. The accused member may submit a written answer setting forth his defense to the complaint, provided the same is received at the Institute's offices by no later than five days preceding the hearing date. At the time and place appointed, a Committee of the Board shall proceed to hear the case upon the complaint and answer, or if no answer be filed, upon the complaint alone. The complainant and the accused member may appear personally and by counsel and may produce such witnesses and other evidence as they determine. No stenographic transcript of such hearing shall be made unless it is specifically requested and paid for in advance by the requesting party.

The Committee of the Board shall hear and determine the case and decide all issues, inclusive of any disciplinary action to be taken by the Institute against a member found guilty, provided that the Committee's decision is concurred in by two-thirds of Committee members present at the hearing.

The Committee of the Board in each case shall consist of not less than Seven Members of the Board appointed by the President (exclusive of any Board member who may have made the complaint) and not less than five members of such Committee shall constitute a quorum.

Any complaint made and proceedings taken under this Article, including evidence and testimony at the hearing, shall be conducted on a confidential basis and the hearing shall be closed.

Section 18 - Decision: - If the accused member is found not guilty, the complaint against him shall be dismissed, and at the accused member's request, but not otherwise, a notice of his exoneration shall be made public. Should the Committee of the Board find the accused member guilty, it shall discipline such member by either reprimand, censure, suspension, or termination of membership as it shall determine and make public its decision and the penalty imposed by the Institution.

The Committee of the Board shall be the final authority in all disciplinary matters concerning PIID members, and its decision and any penalty imposed against a member shall be final, conclusive and without recourse to the accused member and the complainant party.

ARTICLE VIII BOARD OF DIRECTORS

Section 19 - General Functions - The Board of Directors shall administer, control and direct all affairs of the organization. It shall govern and exercise all authority, rights and powers granted by the Constitution and By-Laws of the Organization over its members.

Section 20 - Composition - The Board of Directors shall be composed of a total of nine (9) members to be elected as provided for in this By-Laws plus the immediate past president to sit-in as the ex-officio without voting rights in Board decisions.

(a) At a meeting called for the purpose, the members of the organization shall elect nine (9) members to compose the Board of Directors.

(b) The Board of Directors shall immediately, select among themselves the President, Internal Vice President, External Vice President, Secretary, Treasurer, and four (4) Executive Directors.

(c) The officers shall assume their office on June 1 of the fiscal year.

Section 21 - Election Procedures -

(a) The election of the Board members shall be on the last Thursday of February every biennium, during the regular meeting of the organization called for this purpose. A plurality of all members present shall be sufficient to elect the members of the Board.

(b) All election shall be by secret ballot based on democratic and popular concepts of free will and judgment.

(c) All members are qualified to vote for the officers of the organization, provided they have no outstanding dues.

Section 22 - Executive Committee Meetings

(a) The regular meeting of the Board of Directors shall be held on the first Thursday of each month.

(b) Special Meetings shall be called by the President as the need arises.

Section 23- Powers - The Board of Directors , by a majority vote shall have the following powers:

- (1) Establish, modify the annual budget.
- (2) Fill a vacancy on the Board.
- (3) Repeal or amend By-Laws.
- (4) Amend the Institute's Code of Ethics.
- (5) Amend Resolutions adopted by the Board.
- (6) Decide Annual Dues of the Institute.
- (7) Monitor & Implement the Interior Design Law
- (8) Recommend nominees to the PRC Board Examiner & Outstanding Professional Interior Designer of the Year Awards
- (9) Align with Allied Professions
- (10) Evaluate, monitor and ensure Educational Programs.
- (11) Establish and maintain linkage with international counterparts.
- (12) Promote public awareness of the Interior Design Profession.

Section 24- Vacancies - Any vacancy among the officers of the Board shall be filled by the Board Members with the next majority of votes, and the officer or Director succeeding the vacant position shall continue until the expiration of the term of his predecessor.

ARTICLE IX OFFICERS AND THEIR DUTIES

Section 25 - Officers - The officers of the organization shall be a President, Internal Vice President, External Vice President , Secretary, Treasurer and at least Four Executive Directors who shall perform the function of their offices as herein described.

Section 26 - Qualifications - Officers must be a member in good standing for at least two (2) consecutive years , of good moral character and in active participation with the organization's programs.

Section 27 - Term of Office - The term of office of the Board shall be for two (2) consecutive years effective on the first month of the fiscal year.

Section 28 - The President

(a) As the Administrative Head of the organization, he shall supervise all affairs. He shall sign all contracts, directives and other instruments which have been

first approved by the Board of Directors of the organization. He shall sign letters of appointment of all Members of Committees and represent the Institute in all official and social functions. He shall preside over all the meetings of the Institute of the Board of Directors.

(b) He may serve for two (2) consecutive terms of office and after which shall be elevated to the Council of Advisers.

Section 29 - *The Vice Presidents*

(a) There are two (2) Vice Presidents

(1) Vice President for Internal Affairs –

a. The Vice President for Internal Affairs shall handle matters pertaining to:

a.1 Chapter Organization

a.2 Membership;

a.3 Awards

a.4 General Information.

b. He shall also supervise the following Executive Directors:

b.1 Executive Director for Finance

b.2 Executive Director for Exhibits and Conventions

(2) Vice President for External Affairs –

a. The VP for External Affairs shall handle matters pertaining to:

a.1 International Affairs, Conferences and Conventions

a.2 National and Civic Affairs

a.3 Public Relations

b. He shall also supervise the following Executive Directors:

b.1 Executive Director for Professional Practice

b.2 Executive Director for Education

(b) The Vice President for Internal Affairs shall perform the duties and functions of the President in his absence. In the absence of the Vice President for Internal Affairs, the Vice President for External Affairs shall be his alternate.

(c) They may serve for two (2) consecutive terms of office and shall be eligible for any position after two (2) years.

Section 30 *The Secretary*

(a) The Secretary of the Board shall keep all records, correspondence and all legal matters of the organization referred to him by the President and the Board of

Directors. He shall issue all notices and calls of meetings, keep the minutes of meetings and affix the seal of the organization, sign memoranda and general correspondence of the organization. He shall have charge and custody of all records in the office.

(b) The Secretary may serve for two (2) consecutive terms of office and shall be eligible for any position after two (2) years.

Section 31 – The Treasurer

(a) The Treasurer shall have overall supervision of all the financial affairs of the organization. He shall have the right to collect fees and dues, issue receipts, keep all records of accounts and disburse payments. All check disbursements must be countersigned by the President or Vice President.

(b) The Treasurer may serve for two (2) consecutive terms of office and shall be eligible for any position after two (2) years.

Section 32 - The Executive Directors

There shall be four (4) Executive Directors namely:

- (a) Executive Director for Professional Practice
- (b) Executive Director for Education
- (c) Executive Director for Finance
- (d) Executive Director for Exhibits & Conventions

The Executive Directors shall be responsible for the committees under his supervision, for the study, research and formulation of policies and programs relevant to the matter within the jurisdiction of his commission, to be submitted for consideration by the Board of Directors, and its effective and efficient implementation upon approval. He shall supervise and coordinate all functions and activities of committees assigned to him make a written annual progress report at the end of each fiscal year.

The Executive Directors may serve for two (2) consecutive terms of office and shall be eligible for any position after two (2) years.

**ARTICLE X
CONSULTATIVE BODIES**

The mandatory Consultative Bodies of the PIID shall be:

Section 33 – The Council of Advisers shall comprise all Past Presidents.

Section 34 - The College of Fellows - The College of Fellows shall comprise all professional members holding the title of "Fellow PIID".

The optional Consultative Bodies of the organization shall be:

Section 35 – Legal Counsel – The Board may hire the services of a legal counsel on a monthly salary or retainer's fee basis, to assist the Board in all legal matters that may arise during the performance of the duties of the members of the Board and as a consequence of the operation of PIID.

Section 36- External Auditor - The Board shall hire the services of an External auditor who shall either be an individual or a company, on a retainer's fee basis as agreed mutually by the Board and the External Auditor, to conduct an effective external audit system for purpose of fiscalizing all financial transactions of all PIID accounts.

ARTICLE XI COMMITTEES

Section 37 - The Committees of the PIID shall be supervised by the Vice President for Internal Affairs and the Vice President for External Affairs as follows:

1. *The Vice President for Internal Affairs shall supervise his own committees as well as the Executive Directors as follows:*

a. The Committees under the Vice President for Internal Affairs are:

a.1 Chapter Organization

a.2 Membership

a.3 Awards

a.4 General Information

b. The Committees under the Executive Director for Finance is:

b.1 Ways & Means

c. The Committees under the Executive Director for Exhibits & Conventions are:

c.1 National Conventions

c.2 Local Conferences

c.3 Exhibits & Special Events

2. *The Vice President for External Affairs shall supervise his own committees as well as the Executive Directors as follows:*

a. The Committees under the Vice President for External Affairs are:

a.1 International Affairs, Conferences and Conventions

a.2 National & Civic Affairs

a.3 Public Relations

b. The Committees under the Executive Director for Professional Practice are:

b.1 Private Practice, Ethics and By-Laws

b.2 General Welfare

b.3 Allied Profession & Allied Arts

b.4 Professional Competitions

b.5 Legislation

c. The Committees under the Executive Director for Education are:

c.1 Academic Competitions

c.2 Continuing Professional Education

c.3 Academic Institutions

c.4 Student Auxiliary Body (SAB)

Section 38 - *Membership of Committees*

a) Each Committee shall have a chairman and be composed of members coming from the general membership. The committee chairmen and members shall be co-terminus with the National Board.

b) The Chairman and members shall be recommended by the Vice Presidents and the Executive Directors, and appointed by the President subject to the approval of the Board. The committee's chairmen shall be recommended during the biennial planning session and shall be installed during the Induction of Officers and Board of Directors.

Section 39 – *The Committees and their Duties and Functions*

(a) Committees under the Vice President for Internal Affairs

a1 Committee on Chapter Organization - To promote the objectives of the organization through the formation of chapters, unify its efforts, and better administer its affairs to coordinate and combine the efforts of its members.

a.2 Committee on Membership - To take charge of all matters concerning membership. To affect the registration of all registered interior designers as members of organization. To maintain an up to date listing of members with their complete personal and professional data and to set up criteria to define member status as to their standing with the organization.

a.3 Committee on Awards - To take charge of all matters regarding recognition of services rendered to the organization and the interior design profession by granting of awards and incentives. A separate committee for the nomination of the Professional Regulation Commission Outstanding Professional of the Year shall be created to comprise the five (5) immediate past presidents. The nominees shall be presented by the chairman of the committee and approved by the National Board of Directors.

a.4 Committee on General Information - To establish a system of communication among members and to organize, establish and supervise over all

information and publications of the organization for proper dissemination to members.

(b) Committees under the Vice President for External Affairs

b.1 Committee on International Affairs - To establish affiliation and close ties with allied organizations abroad. To promote correspondence, travel, cultural, conferences, seminars and fellowship grants in foreign countries. To cooperate and coordinate with international organizations in the field of interior design and education.

b.2 Committee on National and Civic Affairs - To participate in matters concerning national development and awareness of the interior designer in national and civic affairs towards making interior design leadership felt through cooperation with National Government Organizations, Local Government Units and community organizations.

b.3 Committee on Public Relations - To promote the organization and the interior design profession by establishing relations with media and to educate the public regarding the interior design profession.

(c) Committees under the Executive Director for Professional Practice

c.1 Committee on Private Practice, Ethics & By-Laws - To establish and promote the highest standards and excellence in the practice and service of the interior design profession. And to study and make recommendations on proposed amendments and interpretation of the PIID By-Laws.

c.2 Committee on General Welfare - To render any lawful and appropriate assistance to any members of the PIID. To study and devise systems and methods of creating job opportunities for the available and potential supply of PIID manpower. To develop a program that will effectively stimulate and create demands for Interior design services from the government and private sector in the country and abroad.

c.3 Committee on Allied Professions & Allied Arts - To cooperate and coordinate with other allied professions, arts, trade and industry.

c.4 Committee on Professional Competitions- To take charge of matters regarding competitions among professional Interior Designers.

c.5 Committee on Legislation - To study laws affecting Interior Design and to propose desirable amendments when necessary; to propose new laws and lobby for legislation of bills favorable to the profession of interior design.

(d) Committees under the Executive Director for Education

d.1 Committee on Academic Competitions - To take charge of matters regarding competitions among students of Interior Design in collaboration with the academic institutions.

d.2 Committee for the Continuing Professional Education-To take charge of the operations and administrative services to ensure an efficient and continuing implementation of the CPE program. such functions which are to be discharged are:

- a. to handle the administration, operating and service functions of the CPE program;
- b. to maintain CPE records for PIID members;

- c. to take charge of the renewal of licenses of PIID members in good standing;
- d. To assist PIID chapters and qualified entities by providing forms and other materials to enable them to implement the CPE program at their level.

d.3 Committee on Academic Institutions – To attend to matters regarding Interior Design Education in collaboration with the Council for Interior Design Educators (CIDE), the Commission on Higher Education (CHED), and other academic institutions.

d.4 Committee for the Student Auxiliary Body (SAB) – To attend to matters regarding the conduct and programs of the SAB such as:

- a. the biennial appointment of three (3) academic advisers from among the member schools of SAB;
- b. conduction of an annual election of SAB officers from the member schools;
- c. information dissemination from PIID to all the member schools as regard relevant programs and activities;
- d. inclusion of the SAB in suitable PIID activities;
- e. organization of an annual or biennial student congress;
- f. raise funds for SAB meetings, programs and activities;
- g. safeguard and monitor the SAB funds and bank account;
- h. organize any relevant activity suitable for the SAB.

(e) Committees under the Executive Director for Exhibits and Conventions

e.1 Committee on Convention & Conferences - To host, organize, plan, promote and stage a National Convention. The entire schedule of activities , convention theme, venue, budget and guest speakers shall be presented by the Committee Chairman and approved by the National Board of Directors. The Committee on National Convention shall be responsible for the over-all conduct of the National Convention.

e.2 Committee on Exhibits and Special Projects - To host, organize, plan, promote and stage Exhibits as needed. The entire schedule of activities, exhibit theme, venue, budget and guests of honor shall be presented by the Committee Chairman and approved by the Board. The Committee on Exhibits shall be responsible for the over-all conduct of Exhibits.

(f) Committees under the Executive Director for Finance

f.1 Committee on Ways & Means - To conduct studies and research with the final view of placing the PIID in sound financial condition to meet its obligations and finance its projects. To study and recommend ways and means as to feasibility and proper implementation of organization's projects.

ARTICLE XII ELECTIONS

Section 40 - Schedule of Elections - Elections shall be held every two (2) years equivalent to one (1) term. A list of members qualified for nomination should be submitted to the Commission on Elections on or before last Thursday of January. Ballots shall be cast during the February General Meeting of the same year.

Section 41- A Committee on Election composed of five (5) members in good standing shall be appointed by the President and confirmed by the National Board at

least 120 days prior to the election and shall hold office until the completion of election matters. The Commission of Election shall elect from among themselves their Chairman and shall prepare the guidelines and procedures for Elections.

ARTICLE XIII RESOLUTIONS AND AMENDMENTS

Section 42 - Adoption of Resolution - This By-Laws may be amended, repealed or altered in whole or in part subject to the following conditions and procedure:

a. Proposed amendments must first be submitted to the Committee on By-Laws for study and evaluation.

b. The Committee shall refer the proposals, as studied and evaluated, to the National Board for further review within thirty days.

c. The National Board of Directors shall endorse to the general membership the proposed amendment for approval during the next general membership meeting or a meeting called for that purpose. The members will be given thirty (30) days to submit their recommendations in writing.

d. c. Each Chapter President shall call for a General Chapter membership meeting to discuss the proposals. Its consensus shall then be endorsed to the National Board who shall act accordingly.

Section 43 - Amendments of By-Laws - This amended By-Laws shall take effect upon approval by the SEC.

Section 44 - Adoption of Rules and Policies - The Board of Directors may adopt additional rules and policies in harmony with foregoing By-Laws and their amendments, but shall not modify or repeal the foregoing By-Laws and their amendments within ten (10) years from the date of last amendment.

ARTICLE XIV MEETINGS

Section 45 - General Meetings - General meetings shall be called by the President once a month.

Section 46- Special Meetings - Special meetings which shall be held as the need arises, shall be called by the President or by a resolution of the Board, or by the written request of at least ten (10) members.

Section 47 - Business Meetings - Business meetings shall be called by the President as the need arises.

Section 48 - Board Meetings - Monthly Board Meetings shall be called for by the President.

Section 49 - Special Board Meetings - Special Board Meetings may be called for by the President upon request of any Board member for purpose of deciding relevant matters which may need immediate Board approval.

Section 50 - Quorum - A minimum of 10% of the members in the roster of the organization shall constitute a quorum for general meetings and a majority of such quorum shall decide any question that may come before such meeting, save and except in those matters requiring the affirmative vote of a greater proportion. A majority of the directors shall constitute a quorum in any regular or special meeting of the Board and a majority of such quorum shall decide any question that may arise at the meeting, save and except those matters in which the laws of these By-Laws require the affirmative vote of a greater proportion.

ARTICLE XV FINANCIAL AFFAIRS

Section 51 – General Fund- Treasurer shall deposit all money of the organization in a General Fund in such bank as may be designated by the Board, to be withdrawn only by check or written order, signed by the Treasurer and countersigned by the President or Vice President.

Section 52 - Restricted Fund - The organization shall maintain a restricted fund which shall be available for use only for such extraordinary purposes as the Board may determine.

Section 53 - International Fund - The organization shall maintain an International Fund to be generated from other sources than membership dues. Such income generating activities shall be exclusively for the benefit of International representation and membership dues to international organizations.

Section 54 - Expenditures and Liabilities - No officer nor member may incur nor commit expenses or liabilities on behalf of the organization, unless authorized by the organization's Annual Budget or by a specific resolution of the Board.

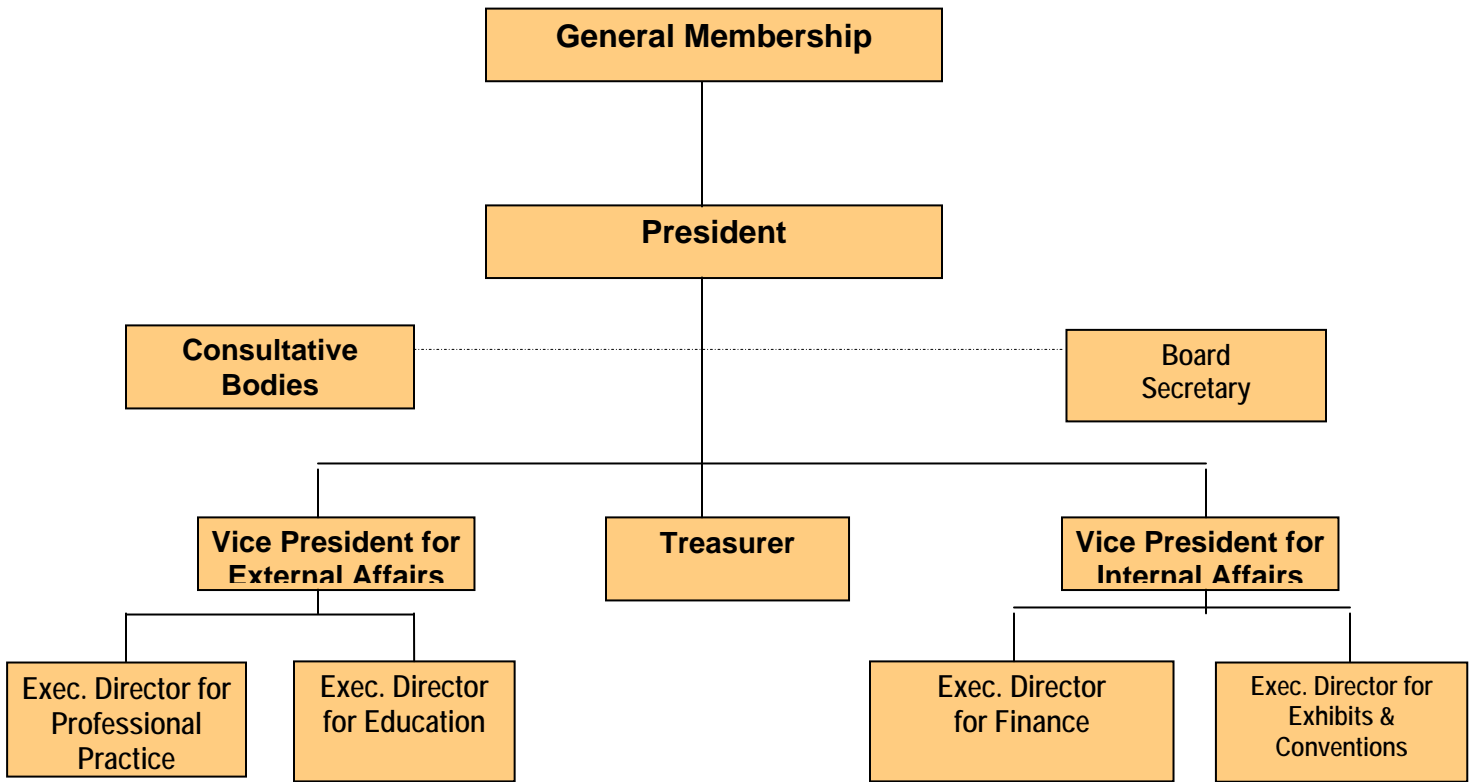
Section 55 - Budget - The Treasurer shall submit a budget at the beginning of the fiscal year for approval of the Board of Directors at its business meeting called for that purpose.

ARTICLE XVI CODE OF ETHICS

The Institute shall adopt a Code of Ethics which shall be the standard of professional practice among its members. The Code shall specify the proper norm of conduct in the relationship between Interior Designers and Architect, suppliers and others with whom they collaborate or work within the conduct of their practice.

Strict adherence to the Code of Ethics is mandatory to all practicing members of the Institute and violation may be cause for such disciplinary action as the National Board of Directors may recommend.

ORGANIZATIONAL CHART



Legend:
——— Line Position
----- Staff Position

ADOPTION

The foregoing By-Laws were confirmed and adopted by the unanimous consent of the members at a meeting of the organization held in Filomena Building and further amended in promulgation of RA#8534 on December 14, 2006.

IN WITNESS WHEREOF, WE the undersigned members present at this meeting and voting thereat in favor of the adoption of said By-Laws, have hereunto subscribed our names and WE, the Chairman of the meeting and the Secretary of the same, do likewise with our signature attest.

The undersigned Directors of the Philippine Institute of Interior Designers do hereby certify that the foregoing is a true and correct copy of the By-Laws of the said organization adopted and confirmed at a meeting of the members of the organization in Filomena Building, Makati City on August 31, 2006.

GERRY L. CONTRERAS
President

MINETTE R. FAJARDO
Vice President & Exec. Dir. for
Professional Practice & Education

ARLENE B. ARAULLO
Board Secretary

ARLEN P. DE GUZMAN
Treasurer

NECITA R. CHENG
Auditor

JIRO M. ESTANIEL
Exec. Dir. for Finance

MICHAEL C. PIZARRO
Exec. Dir. for Exhibits & Convention

TRISTAN G. JOVELLANA
Exec. Dir. for Internal Affairs

LOT D. HILVANO
Exec. Dir. for Gov't & External Affairs

CELINE J. IMPERIAL
Deputy Finance

BELEN S. MOREY
Ex-Officio & Chairman for
International Affairs